

SECTION F – DELIVERIES OR PERFORMANCE

F.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

www.arnet.gov/far/.

(End of clause)

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.211-17	DELIVERY OF EXCESS QUANTITIES	SEPT 1989
52.242-15	STOP WORK ORDER	AUG 1989
52.242-15	STOP WORK ORDER – ALTERNATE I (Apr 1984)	AUG 1989
52.242-17	GOVERNMENT DELAY OF WORK	AUG 1984
52.247-35	F.O.B. DESTINATION, WITHIN CONSIGNEE’S PREMISES	AUG
1984		

F.2 PERIOD OF PERFORMANCE (MARCH 2000)

(a) The base period of performance of this contract is from ~~Award Date August 31, 2007~~ through ~~August 30~~ September 30, 2008. If an option is exercised, the period of performance shall be extended through the end of that option period.

(b) The option periods that may be exercised are as follows:

<u>Period</u>	<u>Start Date</u>	<u>End Date</u>
Option I	August 31 <u>October 1</u> , 2008	August 30 <u>September 30</u> , 2009
Option II	August 31 <u>October 1</u> , 2009	August 30 <u>September 30</u> , 2010
Option III	August 31 <u>October 1</u> , 2010	August 30 <u>September 30</u> , 2011

F.3 DELIVERABLES

In performing the services and providing the support described in the Statement of Work, the Contractor shall provide deliverables as described within this document and within individual task orders.

F.3.1 Delivery Method

The Contractor shall provide an online portal through which all deliverables are submitted to the government for review and approval. Delivery via e-mail may be acceptable, or required, in some cases, per direction of the government.

In addition, deliverables shall be provided electronically whenever possible. Electronic delivery shall consist of one (1) CD with the deliverable files in both Adobe Acrobat PDF format (Adobe 6 or later version) and Microsoft Word format (Ms Word 2000 or later version) unless a different format is specified by the government (i.e. JPEG, TIFF etc.). The Contractor shall also provide two hard copies of each deliverables (one original, one copy), unless additional copies are required by the government.

Other formats and means of delivery may be specified in specific task orders, for example, to view creative work, storyboards, video and audio files, or other formats that may be required.

All correspondence forwarding deliverables shall be addressed to the Program Manager and the CO, and delivered to the point of contact listed in Clause F.3.2 "*Delivery Location*." When possible, delivery shall be coordinated in advance with the point of contact listed in Clause F.3.2 "*Delivery Location*."

F.3.2 Delivery Location

Unless otherwise required by this contract, all correspondence and deliverables shall be delivered as follows:

ORIGINAL:

USPS mailings:

U.S. Census Bureau
Attn: ACQ Division, William H. Russell, Contracting Officer
4600 Silver Hill Rd.
Washington D.C. 20233

Private Carrier mailings:

U.S. Census Bureau
Attn: ACQ Division, William H. Russell, Contracting Officer, room # (e.g.
3J257-C)
4600 Silver Hill Rd
Suitland Maryland, 20746

U.S. Census Bureau
Attn: ACQ Division, William H. Russell, Contracting Officer, room # (e.g.
3J257-C)
4600 Silver Hill Rd
Suitland Maryland, 20746

COPY: Jennifer Marks, Program Manager
U.S. Census Bureau
Communications Directorate
4600 Silver Hill Road
Room 8H067
Washington, DC 20233-4400

F.4 LIST OF DELIVERABLES

Table F.1 provides a list of deliverables and delivery dates for the contract. Note that this list does not comprise *all work products* that will result from the 2010 Census Communications Campaign contract, to include campaign plans and creative deliverables, which will be identified at the task order level.

F.4.1 Program Management Review (PMR)

As a result of the importance of the national integrated marketing and communications campaign to the overall success of the 2010 Census, the contractor is required to conduct Program Management Reviews (PMRs) meetings on a monthly basis, unless a change in frequency is mutually agreed. The purpose of the PMR is to communicate status and issues to a broad-based audience, including Government managers and oversight organizations. The review shall address technical, business and programmatic topics, with focus on status, performance and issues/risks. The PMR does not replace the requirement for continuous communication with the 2CPO about status, cost, issues, etc. As such, the 2CPO should not hear about issues, concerns, or problems for the first time at the PMR.

The Contractor shall schedule and conduct PMRs at Census Bureau Headquarters unless an alternate site is jointly determined. The Contractor shall ensure that necessary technical and management personnel attend the PMRs and that presentation materials and supporting data are prepared to ensure that agenda items are fully covered.

F.4.2 Program Management Review (PMR) Meeting Agendas and Minutes

At least five (5) working days prior to a PMR, the Contractor shall provide a proposed agenda to the Government. The Government may add, delete, or change items to the agenda within two (2)

working days of submission. The Contractor shall provide the PMR handouts to the Government at least two (2) working days prior to the PMR, but may make revisions as needed to address new information.

Within three (3) working days after a PMR, the Contractor shall provide minutes of the PMR with a list of action items and issues that arose during the PMR. The Government will provide comments or revisions to this document within three (3) working days of receipt. The Contractor shall provide the final PMR minutes and list of action items and issues within three (3) working days of receipt of the Government's comments or revisions.

F.4.3 Monthly Status Report

The Contractor shall submit a written Monthly Status Report by the 10th day of each month for the previous month's activities. The Government anticipates that the Contractor will provide a proposed format for the report within 10 calendar days of contract award. The first report shall be delivered forty five (45) calendar days after award. Subsequent monthly reports shall be delivered on the 10th day of each month.

F.4.4 Updated Small Business Subcontracting Plan

If requested by the Government, the Contractor shall submit an updated Small Business Subcontracting Plan within thirty (30) days after contract award. The Contractor will be advised of the need for any revisions after award.

F.4.5 Small Business Subcontracting Reports

The Contractor shall submit Individual Subcontracting Reports and Summary Subcontracting Reports (formally SF 294 & SF 295) in connection with the performance of this contract (see a) and b) below). These reports shall be submitted electronically via the Electronic Subcontracting Reporting System (eSRS) Web site, www.esrs.gov.

a) Individual Subcontract Report (formally SF 294)

The Contractor shall submit an individual subcontracting report **for this contract**. The report shall be submitted **semi-annually and at contract completion**, always within 30 days after the close of each reporting period unless otherwise directed by the CO. These deadlines are April 30th for the period ended in March 31st and October 30th for the period ended September 30th. A separate report is also due within 30 days after contract completion. **Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the last reporting period.**

b) Summary Subcontracting Report (formally SF 295)

The Contractor shall submit a summary subcontracting report on **all of its contracts with the Department of Commerce**. The report shall be submitted **annually** (for twelve months ended

September 30th), except for contracts covered by an approved Commercial Plan*. The report shall be submitted no later than thirty (30) days following the close of each reporting period.

*For Commercial Plans, the Summary Subcontracting Report is due within 30 days after the close of the contractor's fiscal year.

More information about these reports is available at: www.esrs.gov.

F.5 NOTICE TO THE GOVERNMENT OF DELAYS

In the event the Contractor encounters difficulty in meeting performance requirements or delivery schedules, the Contractor shall immediately notify the Contracting Officer, in writing, giving pertinent details. The notification shall be for information purposes only and shall not be construed as a waiver by the Government of any delivery requirements.

TABLE F.1 – LIST OF DELIVERABLES AND DELIVERY DATES			
Section F	Deliverable	Initial Delivery Date or within time after Contract Award	Subsequent Delivery Date(s)
F.4.1	Program Management Review (PMR) Meetings	To be proposed by Contractor as part of Task Order No. 1	Monthly
F.4.2	Program Management Review (PMR) Meeting Agenda	Five (5) working days before initial PMR	Monthly, five (5) working days prior to meeting
F.4.2	PMR Meeting Minutes and Action Items	Within three working days after initial PMR	Monthly, within three (3) working days after PMR
F.4.3	Monthly Status Report	45 calendar days after award	10 th day of each month
F.4.4	Updated Small Business Subcontracting Plan	30 days	Redeliver if revised
F.4.5	Contract Subcontracting Report (SF 294)	6 months	Semi-annually
F.4.5	Summary Subcontracting Report (SF 295)	90 days	Annually, within thirty (30) days following the close of each Government fiscal year.

[End of Section F]